

County of San Diego, Health and Human Services Agency (HHS) CalWORKs Program Guide

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| Welfare to Work (WTW) Activity Documentation and Reporting Requirements | 10-300.A | 1 of 2 |

Issue date:

02/11/2015

Effective date:

07/01/2014

Background:

The County must establish documentation and reporting requirements of WTW recipients and Employment Services Contractors.

Policy:

Recipients must participate in WTW activities as a condition of eligibility for CalWORKs, unless exempt per CPG [10-020.A.2](#). Participation hours must be monitored, verified, and documented on a monthly basis. Documentation must be maintained in the participant's case record.

MPP 42-701

MPP 42-711.4

MPP 42-712.1

WVP Rev. 10/2014

Procedure:

1. Documentation Submission - The WTW participant will submit verification of participation hours on a monthly basis. ([Processing Guide 10-300.A.1](#))

MPP 42-701

MPP 42-711.4

MPP 42-712.1

WVP Rev. 10/2014

2. Documentation Requirements - The ECM will ensure verification of participation hours meets documentation requirements listed below and in [Processing Guide 10-300.A.1](#). The documentation will include the:

- Participant's name
- Hours of participation
- Name of the participation site (educational/training institution, employer, work experience (WEX) site or other activity/service provider);
- Name, title and phone number of the person verifying the hours (if applicable);
- Signature of the person verifying the hours (if applicable);
- Date the hours are verified and documentation is signed (if applicable).

WVP Rev. 10/2014

3. Educational Documentation Requirements - In addition to the Documentation Requirements, the ECM will ensure documentation of participation hours in educational programs include:

- Regular attendance;
- Satisfactory progress, as defined by the educational institution or service provider;
- Confirmation of enrollment schedule;
- Reported hours of participation correspond to the WTW Plan and scheduled class times;

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- Enrollment schedule is an allowable course of study, during the period of time hours are being reported.

[\(Processing Guide 10-300.A.1\)](#)

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4. Documentation Verification - The ECM will verify the average weekly participation hours on a monthly basis to determine if participation requirements have been met for the review month. [\(CPG 10-003.A; CPG 10-003.B; Processing Guide 10-300.A.1, Processing Guide 10-300.A.2\)](#)

ACL 14-80
MPP 42-701
MPP 42-711.4
MPP 42-721.23
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5. Supportive Services Review - The ECM will complete a Supportive Services Review to determine ongoing eligibility for transportation, ancillary and child care services. [\(CPG 10-011.B; CPG 10-011.C; CPG 10-010.A; Processing Guide 10-300.A.1\)](#)

MPP 42-750.2

6. Monthly Progress Report (MPR) - Employment Services Contractors will submit a progress report to Eligibility Operations on a monthly basis. The MPR is a performance measure of contract outcome objectives. [\(CPG 10-300.B; CPG 10-300.C, Processing Guide 10-300.C.1\)](#)

Board of Supervisors Policy A-81

Impact/s:

Welfare-To-Work (WTW) Employment Services

References:

[ACL 14-80](#)
[MPP 42-701](#)
[MPP 42-711.4](#)
[MPP 42-711.8](#)
[MPP 42-712.1](#)
[MPP 42-721.23](#)
[MPP 42-750.2](#)
[Board of Supervisors Policy A-81](#)
[WVP Rev. 10/2014](#)

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